

Satisfactory Academic Progress for Financial Aid Recipients

Federal, state, and institutional regulations require students receiving financial aid to maintain satisfactory academic progress. Financial aid includes, but is not limited to, the Federal Pell Grant, Federal Academic Competitiveness Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, all North Carolina Community College aid programs, and all institutional aid programs. The institution's Satisfactory Academic Progress policy must include two major components: 1) a qualitative measure and 2) a quantitative measure (comprised of three subcategories). These components are explained below. Individual programs may have additional or varying requirements as stipulated by the guidelines of that program. Both the qualitative and quantitative standards are cumulative and include all periods of enrollment at ICC, even those for which the student did not receive financial aid funds.

Qualitative Measure

A student receiving federal financial aid at Isothermal Community College (ICC) must maintain a cumulative grade point average at or above a 2.00. Cumulative grade point averages (GPA) will be evaluated at the end of each semester. Any student earning less than the minimum required cumulative GPA shall be placed on financial aid probation during the next term they attend, consecutive or otherwise. The student will be notified of his/her probationary status in writing by the Financial Aid Office and may receive financial aid during the probationary term of enrollment. If the student does not earn the minimum required cumulative GPA by the end of the probationary term, he/she will be placed on financial aid suspension and all aid will be terminated until he/she earns the minimum required cumulative GPA. **For students on probation, no further financial aid will be disbursed until after grades have been posted to the student's official transcript for the probationary term.**

* For the qualitative measure, credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the census date of each academic term.

** Cumulative GPA is computed by dividing the total number of quality points earned by the total credit hours attempted for which the student received grades of A, B, C, D, F, or I (incomplete). No quality points are earned for grades of F or I.

*** Classes in which the student has been listed as a "No Show" will not be counted as hours attempted nor will there be any quality points associated with these classes.

Quantitative Measures

1. Maximum Timeframe

Any student receiving financial aid will have a maximum time frame in which he/she is expected to complete a program of study. Regulations require that the time frame be no more than 150% of the established length of the program. At ICC, the 150% time frame will be measured in terms of credit hours attempted.*

Example: If a program requires 60 semester credit hours to complete, then a student may receive financial aid for 90 (60 x 150%) semester hours attempted.

Once the student has attempted 150 percent of the credit hours allowed in his/her program, he/she is no longer eligible for financial aid at ICC.

* For the quantitative measure, credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the census date of each academic term and received a grade of A, B, C, D, F, I, W, WP, or R.

2. Progression Rate

Students are also required to successfully complete 67% of the cumulative credit hours attempted.

Example: 32 cumulative credit hours attempted
 $32 \times 67\% = 21$ cumulative credit hours must be earned

Only grades of A, B, C, D, CE, and CR will be counted as hours successfully attempted and completed. Grades of F, I, W, WP, and R will not count as hours successfully completed, but will count as hours attempted. Grades of NS (no show) and Y (audit) will not be counted as attempted hours nor hours successfully completed.

Continued on Reverse Side

Quantitative progress will be evaluated at the end of each term. Any student not successfully completing 67% of the cumulative credit hours attempted shall be placed on financial aid probation during the next term they attend, consecutive or otherwise. The student will be

notified of his/her probationary status in writing by the Financial Aid Office and may receive financial aid during the probationary term of enrollment. If the student is not back within acceptable standards by the end of the probationary term, he/she will be placed on financial aid suspension and all aid will be terminated until he/she has successfully completed 67% of the classes being attempted. **For students on probation, no further financial aid will be disbursed until after grades have been posted to the student's official transcript for the probationary term.**

3. Developmental Coursework

Students who are required to take developmental courses, as determined by placement testing, may receive financial aid for up to 30 attempted credit hours of developmental course work. The student's maximum time frame will be extended by the number of credit hours attempted in each developmental course, subject to the 30 semester hour limitation.

Effects of Previous Credits

1. **Transfer Students** – any student transferring from another college who has no previous ICC credit will be considered to be making satisfactory progress at the time of his/her enrollment. Credit hours accepted for transfer will be considered at hours attempted and hours successfully completed. The student's maximum time frame will be reduced by the equivalent number of credit hours accepted toward his/her degree at ICC.
2. **ICC Returning Students** – returning students will have their cumulative GPA carried forward, subject to the institutional policy regarding transfer of credit within the institution. All quarter hours attempted will be converted to semester hours and carried forward. This policy is in accordance with federal regulations stating that satisfactory academic progress standards must cover all periods of the student's enrollment.
3. **ICC Graduates** – if a student graduates from a program at ICC and desires to pursue another degree, that student will assume the maximum time frame of the new program less any attempted hours in a previous program for which the student did not receive a degree. This policy does not apply to certificate programs.

Procedure for Reinstatement of Financial Aid

Students who have had their aid terminated may reestablish eligibility for financial aid in one of two ways: 1) by enrolling in subsequent semester(s) at his/her own expense until satisfactory academic progress is achieved, or 2) by the appeals process, if approved. If a student appeals and the appeal is denied, the student must successfully complete six credit hours at their own expense before they will be eligible to submit another appeal request. Retroactive payments of financial aid for periods in which a student did not meet satisfactory progress standards are prohibited.

Procedure to Appeal Financial Aid Suspension

To appeal financial aid suspension, a student must be able to demonstrate the existence of mitigating circumstances. Mitigating circumstances are defined as, but not limited to, injury or illness of the student, death of a relative, change in employment situation, or undue hardship caused by unusual circumstances. The student must prove that the mitigating circumstances have been resolved and will no longer be a detriment to the student's performance. The student's prior academic performance and withdraw rate will be closely scrutinized in the appeal process. The following steps shall be taken in the appeal process:

1. The student will indicate in writing to the Director of Financial Aid the reason(s) why he/she did not make satisfactory academic progress and why financial assistance should be continued. The student should note the steps they have taken to insure their success during the next semester. Documentation to support the appeal is strongly encouraged.
2. The Director of Financial Aid and/or the Financial Aid Committee will review the appeal and determine whether or not termination of aid is justified. The student will be advised of the decision in writing. An approved appeal will allow the student one additional semester on probation. The director or committee's decision is final and may not be appealed further.

These policies are subject to change based on institutional, state, and federal guidelines